



# General Services Administration

COVID-19 Workplace

Safety Plan

December 7, 2022

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# 1. PURPOSE

This document supersedes the General Services Administration (GSA) COVID-19 Workplace Safety Plan dated August 10, 2022, and will take effect on December 7, 2022. GSA has met all applicable collective bargaining obligations associated with the plan. This plan provides GSA's COVID-19 Workplace Safety Plan in response to Executive Order (EO) 13991 on [Protecting the Federal Workforce and Requiring Mask-Wearing](#), and the Office of Management and Budget (OMB) memorandum [M-21-15: COVID-19 Safe Federal Workplace: Agency Model Safety Principles](#) requiring the Chief Financial Officer (CFO) Act agencies to develop agency-specific COVID-19 workplace safety plans. This plan was updated to incorporate guidance and requirements pursuant to OMB memorandum [M-21-25, on Integrating Planning for A Safe Increased Return of Federal Employees and Contractors to Physical Workplaces with Post-Reentry Personnel Policies and Work Environments](#), issued June 10, 2021, the [Agency Model Safety Principles](#) from the Safer Federal Workforce Task Force, updated on September 15, 2022, in addition to other guidance and COFAQs issued by the Task Force.

This plan applies to all GSA employees, contractor employees working onsite at GSA facilities, and visitors to GSA offices. It puts the safety of GSA's people first; and follows the [latest guidance](#) from the U.S. Centers for Disease Control and Prevention (CDC), the [Occupational Safety and Health Administration \(OSHA\)](#) on preparing workplaces for COVID-19, and the Safer Federal Workforce Task Force. This plan will continue to be updated as new guidance from these entities is provided.

GSA applies the following guiding principles to prioritize health and safety in decision making:

1. The Federal workforce's health and safety is one of the Administration's highest priorities.
2. Employee wellness and engagement are central as the agency continues to deliver on its mission.
3. GSA strives to be a leader using telework and flexible work environments strategically, in order to fulfill our mission, attract and retain top talent, improve the customer experience, and align operations with employee preferences when possible.
4. GSA supports Federal government operations and the delivery of workspace that enables the Federal workforce to deliver safely, efficiently, and effectively on its core mission.
5. GSA delivers safe workplaces wherever our Federal workforce serves, manages responsive acquisitions to facilitate mission success, and provides technology platforms and products to effectively deliver public service.
6. GSA provides Federal resources and tools, and uses governmentwide strategies to reduce the spread of COVID-19 and support community recovery.
7. GSA embraces the Administration's priority to combat climate change, integrates this priority into the management of Federal property, and prioritizes the reduction of the carbon footprint into property and supply chain investment strategies.
8. GSA incorporates the Administration's diversity, equity, inclusion, and accessibility goals in the workplace to better support our workforce and customers.
9. GSA is committed to our partnership and communication with labor unions to drive transparency and support the workforce.

## Important Changes

With updates from the CDC and the Safer Federal Workforce Task Force, GSA has made several changes to its internal safety plan to align agency policy with Federal guidance. GSA has updated sections relating to vaccination, mask-wearing, screening testing, diagnostic testing, contact tracing, travel, isolation and post-exposure precautions, and cleaning.

## 2. HEALTH & SAFETY

Below is a summary of GSA's approach to health and safety, organized by topic.

### 2a. COVID-19 Coordination Team

GSA's COVID-19 Coordination Team meets as needed to review compliance with agency COVID-19 workplace safety plans and protocols, consider potential revisions to agency COVID-19 workplace safety plans and protocols pursuant to guidance from the Safer Federal Workforce Task Force and current CDC guidelines, and evaluate any other operational needs related to COVID-19 workplace safety. The COVID-19 Coordination Team includes the following members:

1. Administrator
2. Deputy Administrator
3. Chief of Staff
4. Deputy Chief of Staff for Operations
5. Senior Advisor to the Deputy Administrator
6. Associate Administrator for the Office of Mission Assurance
7. Public Buildings Service (PBS) Commissioner
8. PBS Deputy Commissioner
9. Federal Acquisition Service (FAS) Commissioner
10. FAS Deputy Commissioner
11. Chief Financial Officer
12. Chief Information Officer
13. Chief Human Capital Officer
14. Chief Administrative Services Officer
15. General Counsel
16. Associate Administrator, Office of Strategic Communication
17. Regional Representative: PBS Region 2 Regional Commissioner
18. Regional Representative: PBS Region 7 Regional Commissioner
19. Occupational Safety and Health Representative & Public Health Expert

In alignment with [M-21-15](#) and Safer Federal Workforce Task Force [Agency Model Safety Principles](#), COVID-19 Coordination Team responsibilities include:

1. Conduct assessments to establish, implement, and monitor compliance with: (a) safety protocols for physical space, masking and vaccination and (b) determinations of on-site and telework/remote working.

2. Review draft COVID-19 workplace safety plans and protocols for the agency, make any necessary changes, and submit plans to the Safer Federal Workforce Task Force for review and comment.
3. Meet regularly to review compliance and consider revisions to agency COVID-19 workplace safety plans and protocols.
4. Consult with appropriate GSA Service and Staff Offices, OPM, OMB and the Safer Federal Workforce Task Force.
5. Include or consult as needed with GSA's Senior Agency Official for Privacy.
6. Validate that PBS Facility Managers and Lease Administration Managers interact with Facility Security Committees, as appropriate.
7. Partner with GSA's Chief Acquisition Officer, given application of safety protocols to contractor employees.
8. Release frequently asked questions (FAQs) and health and safety information in response to CDC and Task Force guidance.
9. Update GSA's Workplace Safety Plan based on new guidance and/or directives from Safer Federal Workforce Task Force, OMB, CDC and OPM.

## **2b. COVID-19 Community Levels**

GSA follows the Safer Federal Workforce Task Force and CDC guidance to incorporate COVID-19 Community Levels into GSA's processes and protocols. When determining COVID-19 Community Levels in a given area, GSA references the [CDC COVID-19 Data Tracker County View](#). GSA's COVID-19 Workplace Safety Plan incorporates CDC COVID-19 Data Tracker County data and is based on the COVID-19 Community Level in the county where the agency facility is located.

Specifically, GSA conducts a weekly assessment of the COVID-19 Community Level in a given area to determine any changes that should be made to agency COVID-19 workplace safety protocols for the upcoming week; for example, an agency could review the COVID-19 Community Level each Friday and implement any changes to agency safety protocols due to changes in the COVID-19 Community Level starting the following Monday. When the COVID-19 Community Level related to a given agency facility increases from low or medium to high, GSA promptly implements protective safety protocols consistent with CDC guidelines and guidance from the Safer Federal Workforce Task Force as soon as operationally feasible.

For more information on COVID-19 Community Levels, see the FAQs on [Local Conditions](#) from the Safer Federal Workforce Task Force.

## **2c. Vaccination**

All GSA employees are encouraged to stay up-to-date on COVID-19 vaccinations.

### **Vaccination Documentation & Information.**

To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, GSA will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on *Requiring Coronavirus Disease 2019 Vaccination for Federal Employees*. Any aspects of this COVID-19 Workplace Safety Plan related to the vaccination requirement pursuant to

EO 14043 are not in effect and will not be implemented or enforced by GSA while the injunction is in place.

One or more court orders currently prohibit the enforcement of requirements of EO 14042 on Ensuring Adequate COVID Safety Protocols for Federal Contractors against certain parties and within certain locations. At this time, consistent with guidance from OMB and the Safer Federal Workforce Task Force, GSA will take no action to enforce compliance with any contract clause implementing EO 14042 regardless of party or location. See the Safer Federal Workforce Task Force website for more information, including the latest guidance regarding the implementation and enforcement of EO 14042: [For Federal Contractors | Safer Federal Workforce](#).

GSA health and safety protocols do not vary based on vaccination status or otherwise depend on vaccination information. At this time, GSA is not requiring, requesting or collecting any vaccination information from employees, contractor employees, or visitors. All vaccination information that has been collected will be stored within a Federal Information Security Management Act (FISMA) Moderate Boundary, which is the standard privacy and security system categorization whenever Personal Identifiable Information (PII) or other sensitive information is involved. The information is accessible only by those individuals with a need to know.

### ***Vaccination Time & Attendance.***

1. **Leave for getting vaccinated.** GSA employees seeking any FDA-authorized dose of a COVID-19 vaccine, including primary series doses, authorized boosters, and authorized additional doses during work hours, can be granted administrative leave. GSA authorizes up to four (4) hours of administrative leave for any COVID-19 vaccine dose. GSA authorizes up to four (4) hours of administrative leave for employees to travel to the vaccination site, acquire the vaccination and travel back to their workplace. If an employee needs less time to acquire a COVID-19 vaccine dose, only the needed amount of administrative leave should be granted. Employees should obtain approval in advance from their supervisor before using administrative leave for time spent acquiring a vaccine dose. All leave needs to be approved and entered into HR links.
2. **Leave for post-vaccination recovery.** GSA grants up to two workdays of administrative leave if an employee has an adverse reaction to any COVID-19 vaccine dose that prevents the employee from working (i.e., no more than two workdays for reactions associated with a single dose). If an employee requires more than two workdays to recover from vaccine side effects, the employee may take other appropriate leave (e.g., sick leave or annual leave) to cover any additional absence.
3. **Leave to accompany a family member being vaccinated.** GSA grants employees up to four (4) hours of administrative leave per dose to accompany a family member (as defined in OPM's leave regulations, see [5 CFR 630.201](#)) who is receiving any COVID-19 vaccine dose or booster. For example:
  - GSA grants leave-eligible employees up to four (4) hours of administrative leave per dose or booster—for example, up to a total of twelve (12) hours of leave for a family member receiving three (3) doses—for each family member the employee accompanies.
  - If an employee needs to spend less time accompanying a family member who is receiving the COVID-19 vaccine, only the needed amount of administrative leave will be approved.

- Employees should obtain advance approval from their supervisor before being permitted to use administrative leave for COVID-19 vaccination purposes.
- Employees will not be credited with administrative leave or overtime work for time spent outside their tour of duty helping a family member get vaccinated.

**Privacy & IT Security.** All data previously submitted by GSA employees related to the COVID-19 vaccination requirement will remain stored within a Federal Information Security Management Act (FISMA) Moderate boundary, which is the standard privacy and security system categorization whenever Personal Identifiable Information (PII) or other sensitive information is involved. The data collected is accessible only to individuals who have a need to know. Vaccine certification information is covered by the Systems of Records Notice [OPM/GOVT10](#). GSA's Chief Privacy Officer, Senior Accountable Official for Records Management and Chief Information Officer consulted on matters related to the handling of PII. In requesting this information, GSA:

1. Complies with any applicable Federal laws, including requirements under the Privacy Act, Rehabilitation Act of 1973, Paperwork Reduction Act, and any applicable collective bargaining agreements.
2. Provides employees with a Privacy Act statement at the point of collection of this information.
3. Takes steps to promote privacy and IT security, while only disseminating the relevant information to those who need to know in order to implement the safety protocols, which, in many cases, includes the supervisor level.

For more information on Vaccination, see the FAQs on [Vaccination](#) from the Safer Federal Workforce Task Force.

## **2d. Mask-Wearing**

Consistent with CDC guidance and Safer Federal Workforce Task Force requirements, GSA requires the use of high-quality face masks or respirators in GSA facilities located in counties where the COVID-19 Community Level is High. High-quality masks and respirators include respirators that meet U.S. or international standards (e.g., N95, KN95, KF94), masks that meet a standard (e.g., ASTM), or "procedure" or "surgical"-style masks. GSA distributes recurring reminders to employees, onsite contractor employees and visitors that when in an area of High Community Level, high-quality [masks](#) or respirators should be [worn consistently and correctly](#) in any common areas or shared workspaces (including open floor plan office space, cubicle embankments, and conference rooms), where required by CDC guidance. Individuals do not need to wear masks or respirators when outdoors. GSA provides limited exceptions to mask-wearing when individuals are alone in an office with floor to ceiling walls and a closed door and for a limited time when an individual is eating or drinking and maintaining distance from others. Individuals may be asked to lower their masks briefly for identification purposes in compliance with agency safety and security requirements. Additionally, GSA's mask wearing guidance is posted to InSite. Throughout GSA-controlled facilities, signage is posted to remind employees, contractor employees and visitors about the required use of masks and physical distancing, consistent with the facility's current COVID-19 community level. GSA's current mask wearing and physical distancing guidance is:

**All Employees, Visitors, and Contractor Employees:**

1. Must wear a high-quality mask or respirator indoors when reporting to a GSA facility located in a county with [a HIGH COVID-19 community level](#), except for limited exceptions. when individuals are alone in an office with floor to ceiling walls and a closed door and for a limited time when an individual is eating or drinking and maintaining distance from others. Individuals may be asked to lower their masks briefly for identification purposes in compliance with agency safety and security requirements.
2. Do not need to wear a high-quality mask or respirator in their workplace in an [area with a LOW or MEDIUM COVID-19 Community Level](#).
3. May choose to wear a mask when the COVID-19 Community Level is LOW or MEDIUM, except where required by Federal, State, Tribal, territorial, or local laws, rules, regulations, or existing collective bargaining agreements.
4. Must follow any applicable Federal, State, local, Tribal, or territorial law, rules, or regulations that require additional safety or mitigation measures.
5. Must follow CDC's guidance for mask wearing and physical distancing in specific settings, including healthcare, transportation, correctional and detention facilities, [training facilities](#) and child care centers, as applicable.
6. Should consider wearing a high-quality mask or respirator when in GSA-operated vans, cars, trucks, and other motor pool passenger vehicles with multiple occupants.

If members of the public are entering a Federal building or Federal land to obtain a public service or benefit, these visitors must comply with all relevant CDC guidance, including wearing a high-quality mask or respirator in areas with HIGH COVID-19 community levels. GSA has signage to this effect, information about this on their website, and otherwise communicates this information to its visitors seeking public services or benefits.

**Additional guidance in accordance with CDC guidance:**

1. Masks and respirators should fit properly and be worn consistently and correctly (snugly around the nose and chin with no large gaps around the sides of the face) .
2. GSA does not allow novelty or non-protective masks, masks with ventilation valves, or face shields as a substitute for high-quality masks or respirators.
3. Consistent with CDC guidelines, exceptions to mask-wearing requirements include when an individual is alone in an office with floor to ceiling walls and a closed door, or for a limited time when eating or drinking and maintaining distance in accordance with CDC guidelines. Masked individuals may be asked to lower their mask briefly for identification purposes in compliance with safety and security requirements. Masks do not provide the same level of protection as respirators and should not replace personal protective equipment required or recommended at the workplace.

For more information on Mask-Wearing, see the FAQs on [Mask-Wearing](#) from the Safer Federal Workforce Task Force.

**2e. Screening Testing Program**

In accordance with Safer Federal Workforce Task Force guidance, GSA does not require employees, contractor employees, or visitors to participate in serial or point-in-time COVID-19 screening testing.



For more information, see the FAQs on [Testing](#) from the Safer Federal Workforce Task Force.

## 2f. Official Travel

GSA's Office of Administrative Services (OAS) continues to update GSA's travel policy to align with current [CDC guidance](#). There are no Government-wide limits on official travel (i.e., travel conducted under an official travel authorization) for Federal employees, regardless of their vaccination status. GSA maintains current travel guidance on the "Travel" page of GSA's InSite. Federal employees should adhere strictly to CDC guidance for [domestic and international](#) travel before, during, and after official travel. The CDC recommends that individuals make sure they are up to date with COVID-19 vaccines before travel. OAS will publish updated guidance when necessary. GSA's current (as of April 11, 2022) travel guidance is posted to GSA's InSite and includes the following:

- All official travel – including, but not limited to travel for conferences and training – can be authorized in accordance with all agency travel policies (OAS 5700.1A, Temporary Duty [Travel Policy](#) or OAS 5770.1A, Local Travel Policy) and Safer Federal Workforce Task Force [travel guidance](#).
- Employees should take the following actions prior to travel:
  - Consider being tested for COVID-19 with a viral test as close to the time of departure as possible (no more than 3 days) before travel.
  - Check the destination's COVID-19 Community Level before traveling. Wear a high-quality mask or respirator while on duty and around others indoors at your destination if the COVID-19 Community Level is high.
  - Check the destination's COVID-19 situation before traveling, including given that State, Tribal, local, and territorial governments may have travel restrictions in place.
  - GSA will follow CDC guidance for domestic and international travel and Safer Federal Workforce Task Force Travel guidance regarding testing prior to or following travel. If the CDC otherwise recommends or requires COVID-19 testing prior to or following travel, employees traveling on official business must be tested consistent with such CDC guidance, pursuant to Executive Order 13991. GSA will provide for any recommended testing and provide for any required testing associated with official travel at no cost to the employee.

### ***Travel for Individuals with Known Exposure.***

GSA may approve official travel for employees that have had a known exposure within the past 10 days but remain asymptomatic, consistent with GSA's travel policy. If you remain without COVID-19 symptoms before traveling, you must adhere to the following additional pre-travel instructions:

- Wear a high-quality mask or respirator the entire time that you are on duty and around others indoors for the full duration of your travel that falls within 10 days of the exposure.
- Do not travel on public transportation such as airplanes, buses, and trains if you are unable to wear a high-quality mask or respirator for the duration of the ride.
- Follow all other additional protocols in section 2l. *Post-Exposure Precautions & Isolation*.

If you develop symptoms of COVID-19 after being approved for official travel, do not undertake further official travel and follow CDC protocols for isolation, found in section 2l. *Post-Exposure Precautions & Isolation*.

### **Travel for Individuals with COVID-19 Symptoms or a Positive COVID-19 Test.**

GSA will not approve official travel for individuals who have COVID-19 symptoms and are waiting on a diagnostic viral test result or individuals who have tested positive for COVID-19 for at least five full days after their first day of symptoms, or after the date of the initial positive viral test result for asymptomatic individuals. Once an individual who tested positive for COVID-19 has returned to working onsite at an GSA workplace or interacting with members of the public as part of their official GSA responsibilities (once they are fever-free for 24 hours without the use of fever-reducing medication and their other symptoms are improving), GSA may approve them for official travel. Those individuals must adhere to the following guidelines while traveling:

- Wear a high-quality mask or respirator the entire time you are on duty and around others indoors for the duration of travel that falls within 10 days of the onset of symptoms or first positive test result.
- Do not travel on public transportation such as airplanes, buses, and trains if you are unable to wear a high-quality mask or respirator for the duration of the ride within the period you are otherwise required to wear a high-quality mask or respirator after ending isolation.
- Follow all additional protocols in section 2l. *Post-Exposure Precautions & Isolation*.
- If your symptoms recur or worsen, do not undertake further official travel and restart isolation protocols at day 0.

For more information, see the FAQs on [Travel](#) from the Safer Federal Workforce Task Force.

### **2g. Meetings, Events, and Conferences**

GSA's OAS monitors requests for meetings, events, and conferences, and continues to update guidance in alignment with CDC and Safer Federal Task Force Workforce guidance. There are no Government-wide restrictions on meetings, events, and conferences related to COVID-19. GSA offices are authorized to conduct events (e.g., conferences, internal management meetings) in accordance with OAS 5785.1C, Conference and Event Management.

To be consistent with Safer Federal Workforce Task Force guidance, GSA has paused asking in-person attendees at GSA-hosted meetings, events, and conferences to provide information about their COVID-19 vaccination status, where COVID-19 safety protocols at the meeting, event, or conference location do not vary based on vaccination status. This is true regardless of COVID-19 Community Levels. All attendees should adhere, however, to CDC and GSA guidance pursuant to the locality's Community level.

### **2h. Symptom Screening**

GSA understands that [symptoms associated with COVID-19](#) vary. Employees are encouraged to know their own physical health and to monitor their COVID-19 symptoms, following CDC guidance. As defined in *Section 3a. Occupancy*, GSA requires all employees to complete a mandatory Daily Check-In survey to report their work location. GSA modified the Daily Check-In to include symptom screening questions. Prior to entering a GSA facility, employees must, complete symptom screening questions and attest to not having new or unexplained symptoms consistent with COVID-19 such as new or unexplained onset of cough, shortness of breath, or difficulty breathing, new or unexplained loss of taste or smell, or new or unexplained muscle aches. If an employee suspects that they have COVID-19, such as because they have new or unexplained COVID-19 symptoms, but they do not yet have test results, they should not enter a Federal workplace and should get tested if they have

not already done so. Additionally, employees, onsite contractor employees, and visitors must complete virtual and/or in-person health checks required by the facility prior to entering the facility, including completing symptom screening, if applicable. For example, at GSA headquarters (1800 F St), onsite contractor employees and visitors are required to [answer screening questions](#) through an app or manually prior to entering the building. GSA's symptom screening process is both self-conducted and self-read.

GSA's intranet site, InSite, provides a link to the CDC website for monitoring symptoms of COVID-19, as well as GSA's current guidance, defined below:

1. If you are experiencing fever, chills, or other new or unexplained COVID-19 symptoms consistent with COVID-19: You may need to consult with your health care provider or take a COVID-19 test. Do not enter a GSA-controlled facility and notify your supervisor or a Local Accommodation Coordinator that you are experiencing COVID-19 symptoms and will not be entering the GSA facility. If an individual has fever or chills, or if they have other new or unexplained symptoms consistent with COVID-19 such as new or unexplained onset of cough, shortness of breath, or difficulty breathing, new or unexplained loss of taste or smell, or new or unexplained muscle aches, they should not enter a Federal workplace. If an individual suspects that they have COVID-19, such as because they have new or unexplained COVID-19 symptoms, but they do not yet have test results, they should not enter a Federal workplace and should get tested if they have not already done so.
2. If, while onsite during the workday, you develop fever, chills, or other new or unexplained symptoms consistent with COVID-19, or you test positive for COVID-19: Immediately wear a high-quality mask or respirator. Exit the facility promptly taking care to interact with the fewest number of people possible. You may need to consult with your health care provider or take a COVID-19 test. Notify your supervisor or a Local Accommodation Coordinator that you are experiencing COVID-19 symptoms.

Employees and supervisors may reach out to their Local Reasonable Accommodation Coordinator for advice and support on any reporting or human resources requirements.

For more information, see the FAQs on [Symptom Screening](#) from the Safer Federal Workforce Task Force.

## **2i. Post-Exposure Precautions**

GSA's goal is to use post-exposure precautions to prevent the further spread of COVID-19 in the workplace. GSA follows [CDC guidance](#) in regards to post-exposure precautions.

If you know you were exposed to someone with COVID-19 or have been told by a healthcare provider or public health authority that you were exposed:

1. If you are asymptomatic, you do NOT need to quarantine, but should follow the precautions below for 10 full days from the date you were last known to have been exposed.
  - a. Wear a high-quality mask or respirator (such as N95) while indoors at a GSA workplace or when interacting with members of the public as part of your official job responsibilities as soon as possible after notification of exposure and continue to do so for 10 full days following the date of your exposure.

- b. Take extra precautions for the 10 days following the date of your exposure by avoiding crowds and physically distancing from others when you are around people who are more likely to get very sick from COVID-19.
- c. Watch for COVID-19 symptoms for 10 full days following exposure. If symptoms develop at any point, follow isolation protocols.
- d. You must complete a diagnostic COVID-19 test 5 full days after your last known exposure (unless you tested positive for COVID-19 with a viral test within the previous 30 days and subsequently recovered and remain without COVID-19 symptoms, in which case you do not need to get tested after exposure). The test may be self-administered and self-read. If you test negative, you may continue to enter a GSA-controlled facility and if you test positive, you should follow isolation protocols. GSA will not provide onsite testing to employees, but will reimburse employees for the cost of their COVID-19 test and associated travel expenses for exposures that occur within the workplace. GSA is not responsible for reimbursing the cost of a test for an individual as a result of an exposure that occurred outside of the workplace. Employees may choose to complete an at-home test or a point-of-care test, and will be granted administrative leave to travel to a testing site and obtain a test. Employees are required to certify that they have taken a COVID-19 test and achieved a negative result if their work schedule requires that they return to a facility.

In addition to the CDC and Task Force guidance, employees should follow any applicable Federal, State, local, Tribal, or territorial law, rules, or regulations that require additional safety or mitigation measures.

## **2j. Isolation and Post-Isolation Precautions**

Any individual with probable or confirmed COVID-19, regardless of their vaccination status, must not enter a GSA facility or interact with members of the public in person as part of their official GSA responsibilities. This includes people who have an initial positive diagnostic viral test for COVID-19, regardless of whether or not they have symptoms, and people with symptoms of COVID-19, including people who are awaiting test results or have not been tested.

### **1. If you tested positive for COVID-19:**

- a. **If you tested positive for COVID-19 and had symptoms**, you may return to working onsite at an GSA facility or interacting with members of the public as part of their official GSA responsibilities after 5 full days from the onset of symptoms (day 0 being the day of symptom onset), once you are fever-free for 24 hours without the use of fever-reducing medication and your other symptoms are improving. Note that loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.
- b. **If you tested positive for COVID-19 and never developed symptoms**, you may return to working onsite at an agency workplace or interacting with members of the public as part of your official responsibilities after 5 full days following your positive COVID-19 test (day 0 being the day you were tested).

2. **Post-isolation precautions.** Once you have returned to working onsite at a GSA facility or interacting with members of the public as part of your official GSA responsibilities after having tested positive for COVID-19 and isolated consistent with CDC guidance on isolation, then you must continue to take precautions consistent with CDC guidance for at least 10 full days after your first day of symptoms, or after the date of a positive viral test if you never developed symptoms. These precautions include continuing to wear a high-quality mask or respirator, avoiding eating and drinking around others, avoiding environments such as dining facilities and gyms where you may be unmasked around others, and avoiding being around people who they know are at [high risk for severe disease from COVID-19](#).

As it relates to mask-wearing after returning from isolation, individuals can opt to take two viral antigen tests authorized by the FDA to detect current COVID-19 infection, starting on day 6. With two sequential negative tests 48 hours apart, the individual may remove their mask sooner than day 10. If either of their antigen test results are positive, the individual should continue taking antigen tests at least 48 hours apart until they have two sequential negative results. This may mean that the individual would continue wearing a mask and testing beyond day 10.

If at any point their COVID-19 symptoms recur or worsen, agencies must instruct the individual to again not enter a Federal facility or interact with members of the public as part of their official responsibilities, restarting at day 0, consistent with E.O. 13991 and CDC recommendations on [isolation](#) and the protocols set forth by their agency.

3. **Leave related to isolation due to COVID-19 infection.** If an employee is subject to isolation due to being infected with COVID-19, the employee may telework, or if unable to telework, the employee may request sick leave. Employees may also request accrued annual leave and other forms of paid or unpaid leave in this situation as appropriate.

For more information, see the FAQs on [Post-Exposure Precautions and Isolation](#) from the Safer Federal Workforce Task Force.

## 2k. Confidentiality & Privacy

GSA is committed to the confidentiality and privacy of employee information. GSA has identified the Chief Privacy Officer as the individual responsible for all questions relating to the agency's treatment of personal medical information in the context of its COVID-19 workplace safety protocols.

All data submitted by GSA employees related to vaccination status is stored within a Federal Information Security Management Act (FISMA) Moderate boundary, which is the standard privacy and security system categorization whenever personally identifiable information or other sensitive information is involved. The data collected is accessible only to GSA staff who have a need to know to ensure effective implementation of the safety protocols. All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing and symptom monitoring, is treated by GSA in accordance with applicable laws and policies on confidentiality and privacy, and is accessible only to those with a need to know. GSA has consulted the Senior Agency Official for Privacy on matters related to the handling of personally identifiable information.

Additionally, GSA's Exposure Notification Process and [Standard Operating Procedure for Reporting](#)

[COVID-19](#) allows employees to report an exposure either confidentially or non-confidentially. The process allows employees to communicate medical information to an OHRM Reasonable Accommodation Coordinator, if the employee does not wish to share this information directly with the employee's supervisor. The Exposure Notification Process is posted to GSA's InSite.

### **3. WORKPLACE OPERATIONS**

#### **3a. Environmental Cleaning**

GSA routinely cleans frequently touched surfaces in common and high-traffic areas, such as lobbies, restrooms, elevators, and stairwells, in accordance with CDC guidelines. GSA's Office of Administrative Services provides hand sanitizer and other disinfectant products in Headquarters and Regional Office Buildings, and assists in the acquisition and distribution of these products across field office locations, as requested. Wipes and other Environmental Protection Agency approved disinfectants are available throughout GSA-occupied spaces to clean individual workstations and related personal property. Physical barriers, such as plexiglass shields, have been installed where appropriate. GSA employees and contractor employees are expected to:

1. Clean agency personal property, such as phones, computers, desks, and other office equipment after use, using a type of cleaner appropriate for the surfaces, such as disinfectant wipes available in the office.
2. Follow GSA's fire safety guidance posted to InSite when alcohol-based hand sanitizer is stored in GSA-controlled facilities.

GSA follows a cleaning and disinfecting process for when a COVID-19 exposure is reported in a GSA-controlled facility. The impacted areas are cleaned and disinfected in accordance with [CDC guidelines](#) and the PBS-issued Cleaning and Disinfection Procedures (GSA provides a higher standard than the CDC guidelines).

#### **3b. Ventilation & Air Filtration**

To the extent feasible, GSA increases ventilation, improves filtration, and reduces or eliminates air recirculation to protect the safety of our employees. GSA's approach to ventilation and air filtration aligns with current CDC recommendations on workplace ventilation and is being implemented in all GSA facilities. GSA is:

1. Increasing ventilation rates, where feasible.
2. Confirming ventilation systems operate properly and continue to provide acceptable indoor air quality for each space's current occupancy level.
3. Increasing outdoor air, where feasible.
4. Improving central air filtration to the highest level compatible with the existing filter rack, and sealing edges of the filter to limit bypass.
5. Increasing air exchanges.
6. Considering HEPA filters on a facility-by-facility basis, if requested by a tenant (in this case GSA) for placement in their occupied area on a reimbursable basis.



### 3c. Collective Bargaining Obligations

GSA has kept and continues to keep employee unions informed of the agency's plans for health and safety. GSA recognizes the importance of two-way feedback and ongoing conversations with unions to adjust and improve its planning and communications. OHRM continuously engages unions on changes to policies that impact the workforce, and conducts regular meetings with union representatives to provide informational updates. GSA is committed to a safe, equitable, and transparent transition back to the facilities and assuring the unions that their input is valued and bargaining responsibilities will be met. GSA provided a draft version of this COVID-19 Safety Plan to its unions in order to provide a meaningful opportunity for the unions to consult prior to publishing the plan publicly and fulfill collective bargaining obligations.

## 4. COMMUNICATIONS

GSA applies a range of communication channels to reach employees, answer questions, and create transparency on GSA's health and safety approach. Communications range from announcing changes to mandatory telework, reminders about health and safety protocols (e.g., mask-wearing), and soliciting feedback from employees. GSA recognizes the need for two-way communication and includes feedback loops in its communications strategies. GSA communications channels include:

1. **COVID-19 and Workplace Safety InSite Page:** Continuously update a page on GSA's intranet site to provide the latest guidance on workplace safety and support the health and safety of GSA's employees, contractor employees, and visitors.
2. **Town Halls:** Conduct recurring GSA-wide and regional virtual meetings to discuss COVID-19 plans and answer questions from employees.
3. **Messages from Leadership:** Continuously distribute messages from the Administrator, Deputy Administrator, Chief Human Capital Officer, and Chief Administrative Services Officer throughout the pandemic.
4. **FAQs:** Continuously update FAQs based on new external guidance and GSA's policies, including health and safety protocols, and telework and leave rules.
5. **Centralized Questions Inbox:** Maintain a centralized email address for GSA employees to submit feedback and receive a response from the appropriate GSA point of contact.
6. **Employee Surveys:** To date, GSA has released multiple reopening pulse surveys to employees throughout the pandemic and will continue to collect employee feedback via recurring surveys.